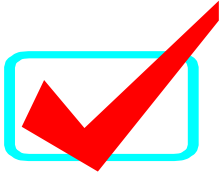


**FILING A REQUEST FOR DETERMINATION OF APPLICABILITY  
(RDA)  
HINGHAM CONSERVATION COMMISSION**



**CHECKLIST: THE HINGHAM CONSERVATION COMMISSION WILL NOT ACCEPT INCOMPLETE FILINGS. You must check off all items applicable to your project, sign and return to the HINGHAM Conservation Commission with the completed Request for Determination of Applicability form.**

**Read attached** “General Instructions for completing *Request for Determination of Applicability - WPA Form 1*” or go to the DEP website for the instructions and the latest WPA Form 1: <http://mass.gov/dep/water/approvals/wwforms.htm#wetlands>

**Wetlands and Waterways Forms**

**Scroll down the website page to the section called *Wetland Protection Act Permits.***

The Conservation Office will not accept outdated forms.

***Submit to Hingham Conservation Commission:***

- a. ☐ Request for Determination of Applicability – WPA Form 1- **(2 copies)**
- b. ☐ Plans\* **(2 copies-See below)**
- c. ☐ Filing Fee(s) payable to the Town of Hingham (ByLaw fee)
- d. ☐ Wetland Fee Category Summary on how you calculated the Hingham Bylaw fee(s).
- e. ☐ I have read the Hingham Conservation Commission’s **Policy on Receipt of Information.**
- f. ☐ I have read the Hingham Conservation Commission’s **Waiver of 21-Day Deadline.**
- g. ☐ **PLEASE MAKE SURE THAT WE HAVE BOTH A PHONE NUMBER AND AN EMAIL ADDRESS TO CONTACT YOU.**

**\*PLANS:**

In addition to the requirements listed in the “General Instructions,” plans must detail the following information:

- \_\_\_\_\_ 1. Location of wetlands (must be a reliable wetlands line)
- \_\_\_\_\_ 2. Delineation of the 100’ buffer zone to the wetlands
- \_\_\_\_\_ 3. Delineation of the 50’ “no activity” buffer strip
- \_\_\_\_\_ 4. Measured distance from limit of work to wetland line.

Please note that unless all required components are included, your application will not be considered complete. We will hold a public hearing and the Commission will issue a decision within 21 days of the receipt of a complete filing.

\_\_\_\_\_  
Applicant or Applicant’s Representative Signature

\_\_\_\_\_  
Date

**Effective 5/1/06, administrative jurisdiction over Hingham has been transferred to:  
MassDEP Southeast Regional Office, 20 Riverside Drive, Lakeville, MA 02347, 508 946 2700**